

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or Lateral Transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 77027

Hours: 40 hours/week - Mon-Fri 8:30am-5:00pm

Salary: \$75,653 – \$97,032 (MP-63)

Closing Date: May 21, 2012

Eligibility Requirement:

Candidates must have passed the **Principal Human Resources Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

The primary function of the position is to act as an advanced specialist conducting agency wide labor relations functions a majority of the time. The position serves as the chief labor relations liaison between the DDS Central Office, the Office of Labor Relations and the three regional human resources offices. In this role the Principal Human Resources Specialist is responsible for interpreting collective bargaining contracts, conducting hearings for Step 1 and Step 2 grievances as appropriate, representing DDS at Step 2 and Step 3 grievances before the Office of Labor Relations, assisting with Arbitration preparation and hearings, and responding to complaints filed with DDS through the Commission on Human Rights and Opportunities.

The second function assigned to this position is to direct the agency's Workers' Compensation and Safety programs. This position will assist in the provision of centralized services designed to address the issue of work related injuries and the resultant impact on both service delivery and budget management. The position will act as a technical expert in workers compensation and safety matters across DDS, an agency with a \$1,000,000,000 annual budget, 4200 employees and more than 100 distinct worksites. DDS experiences a volume of workers' compensation activity that is considerably greater than most state agencies. The current workers compensation budget for DDS is more than \$16 million. In this role the position will be assigned a full range of Principal Human Resources Specialist functions including but not limited to: assisting in the development, coordination and implementation of agency personnel policy as it relates to workers compensation; planning workflow and determining priorities; providing training and assistance to staff; interpreting collective bargaining agreements, particularly as they relate to safety and work-related injuries; advising executives, administrators, managers and supervisors regarding workers compensation issues, policies and procedures; representing the agency in complex and sensitive dispute resolution processes; acting as a liaison with the Department of Administrative Services and other state agencies regarding workers compensation issues; preparing or directing the preparation of reports, manuals and correspondence; implementing and overseeing an agency wide workers compensation training and staff development program.

Also performs related duties as required.

General Experience: Eight (8) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2.

Special Requirements: 1. Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment. 2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.